

**Amendments to the Claims:**

This listing of claims will replace all prior versions, and listings, of claims in the application:

**Listing of Claims:**

1. (Currently amended) A COMM Addin for personal organizational software ~~Microsoft-outlook~~, said COMM Addin adding a plurality of menu buttons to at least one personal organizational software page of ~~Microsoft-outlook~~ viewable on a ~~users~~ user's screen, said menu buttons operable by said user, such that when said user receives a mail item in said user's inbox operation of a single one of said buttons automatically enables all of the following to be performed:

(i) said user to reply to the mail item, forward the mail item, or create a new item entry; ~~and~~

(ii) said mail item is respectively copied to said reply, forwarded mail item or new item entry[[,]]; and

(iii) ~~further wherein~~ said mail item is removed from said inbox.

2. (Original) A COMM Addin as claimed in claim 1 wherein said new item includes a calendar entry, a note, a task, a project or a contact.

3. (Previously presented) A COMM Addin as claimed in claim 1 wherein said buttons are operable from a home page of said ~~Microsoft-outlook~~ personal organizational software.

4. (Previously presented) A COMM Addin as claimed in claim 1 wherein said button further automatically relabels said reply, forwarded message or new item entry.

5. (Currently amended) A system for customizing ~~Microsoft-outlook~~ personal organizational software including the addition of a plurality of menu buttons to at least one page of ~~Microsoft-outlook~~ displayed by operation of said personal organizational software and viewable on a ~~users~~ user's screen, said menu buttons operable by said user, such that when said user receives a mail item in said users inbox operation of a single one of said buttons automatically enables all of the following to be performed:

(i) said user to reply to the mail item, forward the mail item, or create a new item entry; ~~and~~

(ii) said mail item is respectively copied to said reply, forwarded message or new item entry[[,]]; and

(iii) ~~further wherein~~ said mail item is removed from said inbox.

6. (Original) A system as claimed in claim 5 wherein said new item includes a calendar entry, a note, a task, a project or a contact.

7. (Currently amended) A system as claimed in claim 5 wherein said buttons are operable from a home page of said Microsoft outlook displayed by operation of said personal organizational software.

8. (Previously presented) A system as claimed in claim 5 wherein said button further automatically relabels said reply, forwarded message or new item entry.

9. (Canceled)

10. (New) A computer-readable medium containing a COMM ADDIN for personal organization software that, when implemented by a computer, causes addition of a plurality of menu buttons to at least one page created by operation of the personal organizational software, wherein the page is viewable on a screen, said menu buttons operable by a user such that when a mail item is received in an inbox created by operation of the personal organizational software, operation of a single one of said buttons automatically enables all of the following to be performed:

(i) a reply to the mail item, a forward of the mail item, and creating a new item entry;

(ii) said mail item is respectively copied to the reply, the forward or the new item entry; and

(iii) said mail item is removed from said inbox.

11. (New) A computer-readable medium as claimed in claim 10 wherein said new item includes a calendar entry, a note, a task, a project or a contact.

12. (New) A computer-readable medium as claimed in claim 10 wherein said buttons are operable from a home page created by operation of said personal organizational software.

13. (New) A computer-readable medium as claimed in claim 10 wherein said button further automatically relabels the reply, the forward or the new item entry.

14. (New) A system for customizing personal organizational software including a computer-readable medium containing a COMM ADDIN that, when implemented by the system, causes addition of a plurality of menu buttons to at least one page displayed by operation of said personal organizational software, wherein the page is viewable on a screen, said menu buttons operable by a user, such that when a mail item is received in an inbox created operation of said personal organizational

software, operation of a single one of said buttons automatically enables all of the following to be performed:

- (i) a reply to the mail item, a forward of the mail item, and creating a new item entry;
- (ii) said mail item is respectively copied to the reply, the forward or the new item entry; and
- (iii) said mail item is removed from said inbox.

15. (New) A system as claimed in claim 14 wherein the new item includes a calendar entry, a note, a task, a project or a contact.

16. (New) A system as claimed in claim 14 wherein said buttons are operable from a home page displayed by operation of said personal organizational software.

17. (New) A system as claimed in claim 14 wherein said button further automatically relabels the reply, the forward or the new item entry.